



Warren C. Evans
County Executive

DIRECTOR OF HOMELAND SECURITY/EMERGENCY MANAGEMENT

GENERAL SUMMARY:

The Director of Homeland Security Emergency Management Director oversees the Department of Homeland Security and Emergency Management (HSEM). This function is directed by Ordinance, as noted in the Wayne County Charter, and reports to the DCEO. ***Required emergency preparedness is reported to the Chief Executive Officer.*** HSEM focuses on emergency preparedness, mitigation and recovery. This role leads and supports the services, contracts, funding and projects associated with HSEM, to ensure effectiveness of service delivery, resource utilization and results.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Develops and maintains liaisons with municipalities, County departments, and similar entities to facilitate plan development, response effort coordination, and exchanges of personnel and equipment
- Collaborates with officials to prepare and analyze damage assessments following disasters or emergencies
- Attends meetings, conferences, and workshops related to emergency management to learn new information and to develop working relationships with other emergency management specialists
- Ensures that information relating to Federal, State, and local regulations affecting emergency plans are current and compliant
- Coordinates disaster response or crisis management activities
- Inspects facilities and equipment, such as emergency management centers and communications equipment, to determine their operational and functional capabilities in emergency situations
- Develops and performs tests and evaluations of emergency management plans in accordance with State and Federal regulations

- Prepares grant documentation for federal funding for emergency management related needs
- Provides communities with assistance in applying for federal funding for emergency management facilities, radiological instrumentation, and other related items
- Establishes, maintains, and runs an Emergency Operations Center
- Maintains and updates hazard mitigation, emergency response and recovery plans for community and mutual aid agreements with neighboring communities
- Informs the Wayne County Commission and CEO about Emergency Management matters and acts as CEO's representative in dealing with other governmental and private organizations concerned with Emergency Management
- Completes and submits municipal disaster reports to local, County, State, and Federal agencies
- Prepares emergency situation status reports that describe response and recovery efforts, needs, and preliminary damage assessments
- Develops and manages budget activities including budget submissions, budget modifications, vendor negotiations and contracts
- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Federal, State, County and Local Emergency Management programs
- Knowledge of Michigan's PA 390 and FEMA's National Incident Management System and Incident Command System
- Knowledge of MCOLES training and certification
- Knowledge of budget preparation and management of budget
- Judgment and decision making skills
- Ability to deal effectively with others
- Ability to establish effective relationships at all levels of the county organization
- Computer skills for basic office services
- Interpersonal skills

***Knowledge and adherence of all relevant Wayne County policies, procedures, rules, Collective Bargaining Agreements, Executive Orders, Administrative Personnel Orders, Resolutions, and other County directives, including those referring to Ethics, Procurement, Vehicle Ordinance, Conduct, etc.**

REQUIRED COMPETENCIES:

- Business Acumen & Entrepreneurship
- Communication (verbal/written/non-verbal)
- Adaptability & Change Management
- Continual Learning & Developing a Learning Organization
- Customer Service (internal & external)
- Decisiveness
- Diversity Management
- Ethics, Integrity & Honesty
- Influencing, Inspiring and Negotiating
- Performance & Results Management
- Politically Savvy
- Problem Solving & Technical Credibility
- Internal & External Awareness
- Strategic Thinking & Long-Term Planning
- Teamwork & Group Leadership

DESIRED EXPERIENCE AND TRAINING:

Experience: Eight to twelve years of experience in law enforcement, fire service or public safety.

Training: Bachelor's degree in Business Administration, Public Administration, Criminal Justice or a related field or equivalent educational experience.

License: Professional Emergency Management Designation (or similar certification)

WORKING CONDITIONS:

Work is performed in an office setting.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.

February 2013